CLARIS™

# ClarisWorks™

## *Quick Reference Guide*

# Keyboard Shortcuts

You can save time by using keyboard shortcuts rather than choosing a command from a menu. You can also use shortcuts for some of the on-screen tools and controls, such as buttons in a dialog box.

Example: The shortcut Shift- ⌘-E means

> Press the Shift key. Without letting go of it, press the ⌘key and the E key. Don't press the hyphen key (-) except where noted.

Three dots (...) after a command indicates that the command opens a dialog box.

◆ **Note** Not all shortcuts and commands listed here are available in all ClarisWorks™ documents.

## Most Documents

| Command or Task | Keyboard Shortcut |
|---|---|
| Align Center (selected text) | ⌘ \ |
| Align Left (selected text) | ⌘ [ |
| Align Right (selected text) | ⌘ ] |
| Bold (boldface) | ⌘ B |
| Cancel and close a dialog box | ⌘ . (period) |
| Click a highlighted button | Return or Enter |
| Close a folder (in Open/Save dialog) | ⌘ ↑ (Up Arrow) |
| Close (document or window) | ⌘ W |
| Copy | ⌘ C |
| Cut | ⌘ X |
| Find (selected text or data) | Shift ⌘ E |

## Most Documents (cont.)

| Command or Task | Keyboard Shortcut |
|---|---|
| Find Again | ⌘ E |
| Find/Change... | ⌘ F |
| Frame Links | ⌘ L |
| Help (open the help system) | ⌘ ? (Question Mark) |
| Hide/Show Tools | Shift ⌘ T |
| Italic (italic type) | ⌘ I |
| Justify (selected text) | Shift ⌘ \ |
| Mail Merge... | Shift ⌘ M |
| Modify (selected frame) | Shift ⌘ I |
| New... (document) | ⌘ N |
| Open... (document) | ⌘ O |
| Page View (on/off) | Shift ⌘ P |
| Paste (text or object) | ⌘ V |
| Plain Text | ⌘ T |
| Play Macro | Shift ⌘ X |
| Print... | ⌘ P |
| Quit | ⌘ Q |
| Record Macros... (start & stop) | Shift ⌘ J |
| Save | ⌘ S |
| Save As... | Shift ⌘ S |
| Select All | ⌘ A |
| Show/Hide Rulers | Shift ⌘ U |
| Spelling (Check Document)... | ⌘ = |
| Thesaurus | Shift ⌘ Y |
| Type Size (Other)... | Shift ⌘ O |
| Underline | ⌘ U |
| Undo | ⌘ Z |

## Most Documents (cont.)

| Command or Task | Keyboard Shortcut |
|---|---|
| Display the Open dialog box | Hold down ⌘ as you double-click the application icon |
| Import options in the Open dialog box | ⌘ 1 through ⌘ 5 |
| Open a folder (in Open/Save dialog) | ⌘ ↓ (Down Arrow) |
| Open a new document | Double-click the document button in the New Document dialog box |
| Open the View Scale dialog box | Press Option as you click the zoom percentage box |
| Select document type in the New dialog box | Tab, ↑ (Up Arrow), ↓ (Down Arrow) |
| Select multiple objects | Select the graphics tool and hold down Shift as you click the objects, or drag a rectangle around the Objects |

## Text

| Command or Task | Keyboard Shortcut |
|---|---|
| Apply Ruler | Shift ⌘ V |
| Bold (boldface type) | ⌘ B |
| Copy Ruler | Shift ⌘ C |
| Insert Footnote | Shift ⌘ F |
| Insert Page Break in the body of a document | Enter |
| Italic (italic type) | ⌘ I |
| Other... (type size) | Shift ⌘ O |
| Plain Text | ⌘ T |
| Subscript | Shift ⌘ - (hyphen) |
| Superscript | Shift ⌘ + (plus) |
| Underline | ⌘ U |
| Create a text frame | Select the text tool, click in the document and then type |

## Text (cont.)

| Command or Task | Keyboard Shortcut |
|---|---|
| Create a text frame in a text document | Select the text tool and hold down Option as you draw a rectangle |
| Move down one line | ↓ (Down Arrow) |
| Move one character left | ← (Left Arrow) |
| Move one character right | → (Right Arrow) |
| Move to first character in document | ⌘ ↑ (Up Arrow) |
| Move to first character in paragraph | Option ↑ (Up Arrow) |
| Move to last character in document | ⌘ ↓ (Down Arrow) |
| Move to last character in paragraph | Option ↓ (Down Arrow) |
| Move to the beginning of a word | Option← (Left Arrow) |
| Move to the end of a word | Option→ (Right Arrow) |
| Move to the same tab on the next line | ⌘ Return |
| Move to the first character in a line | ⌘ ← (Left Arrow) |
| Move to the last character in a line | ⌘ → (Right Arrow) |
| Move up one line | ↑ (Up Arrow) |
| Return to text from footnote panel header, or footer | Enter |
| Scroll downward one window | Page Down (extended keyboard) |
| Scroll to bottom of document | End (extended keyboard) |
| Scroll to top of document | Press Home (extended keyboard) |
| Scroll upward one window | Page Up (extended keyboard) |
| Select a line of text | Triple-click the line |
| Select a paragraph of text | Click the paragraph four times |
| Select a word of text | Double-click the word |
| Select from the insertion point to the beginning of text | Shift ⌘ ↑ (Up Arrow) |
| Select from the insertion point to the end of text | Shift ⌘ ↓ (Down Arrow) |
| Select some text | Drag across the text |

## Graphics

| Command or Task | Keyboard Shortcut |
|---|---|
| Align Objects... | Shift ⌘ K |
| Align to Grid | ⌘ K |
| Duplicate | ⌘ D |
| Group | ⌘ G |
| Lock | ⌘ H |
| Modify Arc... | Shift ⌘ I |
| Move Backward | Shift ⌘ - (hyphen) |
| Move Forward | Shift ⌘ + (plus) |
| Open Spreadsheet Frame | Option Double-Click the frame |
| Open Modify Frame | ⌘ Double-Click the frame |
| Reshape | ⌘ R |
| Rotate | Shift ⌘ R |
| Round Corners... | Shift ⌘ I |
| Smooth | ⌘ ( (parenthesis) |
| Turn Autogrid Off/On | ⌘ Y |
| Ungroup | Shift ⌘ G |
| Unlock | Shift ⌘ H |
| Unsmooth | ⌘ ) (parenthesis) |
| Deselect objects within a selection rectangle | Shift Click |
| Select all objects created with the same tool | Select the tool, and then choose Select All (Edit menu) |
| Finish drawing a polygon | Double-click the last point or press Enter |
| Lock a tool (Keep it selected) | Double-click the tool |
| Add a handle to a polygon | Select Reshape, then click a point on a line |
| Remove a handle on a selected polygon or freehand shape | Select Reshape and hold down Option as you click the handle |
| Select or deselect any objects that intersect a dragged rectangle | ⌘ Drag or ⌘ Shift Drag |
| Select the same tool after creating an object | Enter |

## Spreadsheet

| Command or Task | Keyboard Shortcut |
|---|---|
| Calculate Now | Shift ⌘ = |
| Delete Cells... | Shift ⌘ K |
| Fill Down | ⌘ D |
| Fill Right | ⌘ R |
| Go to Cell | ⌘ G |
| Insert Cells... | Shift ⌘ I |
| Make Chart... | ⌘ M |
| Modify or switch Chart types... | Shift ⌘ I or Double-click |
| Protect Cells | ⌘ H |
| Sort... | ⌘ J |
| Unprotect Cells | Shift ⌘ H |
| Move one cell down | Return or ↓ (Down Arrow) |
| Move one cell left | Shift Tab or ← (Left Arrow) |
| Move one cell right | Tab or → (Right Arrow) |
| Move one cell up | ↑ (Up Arrow) or Shift Return |
| Move one character left in entry bar | Option ← (Left Arrow) |
| Move one character right in entry bar | Option → (Right Arrow) |
| Move to first character in entry bar | Option ↑ (Up Arrow) |
| Move to last character in entry bar | Option ↓ (Down Arrow) |
| Open Number Format dialog box | Double-click a cell or Shift ⌘ N |
| Quickly move selected cells from one spot to another | ⌘ Option-click in the new anchor cell |
| Select a cell | Click anywhere in the cell |
| Select all cells that contain data | Hold down Option as you click the box above the row headers |
| Select multiple cells | Drag through the range of cells |

## Database

| Command or Task | Keyboard Shortcut |
|---|---|
| Browse (switch to) | Shift ⌘ B |
| Clear selected records | Clear (press Clear) |
| Copy selected records | Copy (or ⌘ C) |
| Create a new Find request | In Find, press ⌘ R |
| Cut selected records | Cut (or ⌘ X) |
| Define Fields... | Shift ⌘ D |
| Duplicate Record | ⌘ D |
| Find (switch to) | Shift ⌘ F |
| Go to Record... | ⌘ G |
| Hide Selected (records) | ⌘ ( |
| Hide Unselected (records) | ⌘ ) |
| Insert Tab within a text field | Option Tab |
| Layout (switch to) | Shift ⌘ L |
| Match Records... | ⌘ M |
| New Record | ⌘ R |
| Paste records | Paste (or ⌘ V ) |
| Show All Records | Shift ⌘ A |
| Sort... (records) | ⌘ J |
| Deselect a record in a multiple selection | ⌘ Click the record |
| Move to first character in field | ⌘ ↑ (Up Arrow) |
| Move to last character in field | ⌘ ↓ (Down Arrow) |
| Move to next field | Tab |
| Move to next record | ⌘ Return |
| Move to previous field | Shift Tab |
| Move to previous record | Shift ⌘ Return |
| Open Number, Date, or Time Format dialog boxes | In Layout, double-click a number, date, or time field or Press Shift ⌘ I |

## Database (cont.)

| Command or Task | Keyboard Shortcut |
|---|---|
| Select a field | In Browse or Find, click anywhere in the field |
| Select a record | In Browse or Find, click anywhere outside the fields |
| Select multiple records | Hold down ⌘ as you click the records |
| Switch quickly to a numbered layout | Press ⌘ and the assigned layout number |
| Select continuous records | Hold down Sift as you click the records (or drag to select them) |

## Communications

| Command or Task | Keyboard Shortcut |
|---|---|
| Info... | ⌘ I |
| Insert a timed delay or string in a communications macro | Choose File/Macros/Macro Wait |
| Log Window | ⌘ L |
| Open Connection | Shift ⌘ O |
| Save Lines Off Top | ⌘ T |
| Wait for Connection | Shift ⌘ W |

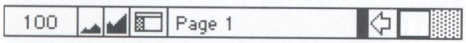
# Working with Windows

## View Controls

**Lower left corner of window**

**Upper right corner of window**

**Page View on**



Zoom percentage

Zoom out

Zoom in

Hide/show tool palette

Split pane (vertical)

Scroll arrow (horizontal)

Scroll box (horizontal)

Scroll bar (horizontal)

Window zoom box

Split pane (horizontal)

Scroll up arrow (vertical)

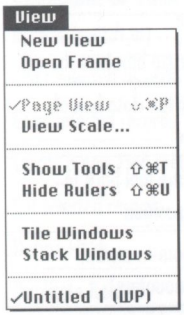
Scroll box (vertical)

Scroll bar (vertical)

## View Controls (cont.)

| To do this... | Do this... |
|---|---|
| Bring tools back into view | Click the show/hide tools control once |
| Change window size by hand | Drag the resize box (not shown) |
| Close all open windows | Option-click the close box of any window |
| Close panes | Drag the pane tool back to its original position |
| Enlarge your view of a document | Click the zoom-in control (the large mountain) |
| Fill the screen with a window | Click the window zoom box |
| Hide the tools to make more room on the screen | Click the show/hide tools control once |
| Make a window minimum size | Command-click the window zoom box |
| Reduce your view of a document | Click the zoom-out control (the small mountain) |
| Split a window into side-by-side panes | Drag the vertical pane tool toward the right |
| Split a window into upper and lower (horizontal) panes | Drag the horizontal pane tool downward |
| Switch between actual size (100%) and a zoomed view | Click the zoom percentage box |
| Custom view scale | Option-click percentage box |

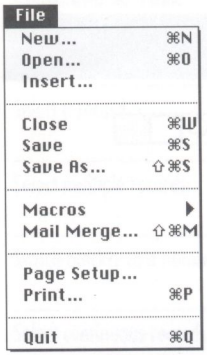
# Working in Multiple Views




## All Documents

| To do this... | Choose... | And in the dialog box... |
|---|---|---|
| Open a new view of a document | New View | — |
| Open a full view of a spreadsheet frame (full view has window controls) | Open Frame | — |
| Switch page view on (actual view) or off (always on in text documents) | Page View | — |
| Set up a custom zoom percentage | View Scale | Type a percentage for a custom zoom |
| Show or hide tools | Show or Hide Tools | — |
| Show or hide rulers | Show or Hide Rulers | — |
| Tile windows vertically | Tile Windows | Hold down the Option key as you choose the command |
| Assign equal space on the screen to multiple windows (to tile windows horizontally) | Tile Windows | — |
| Stack windows on the screen for quick access | Stack Windows | — |

# Managing Documents



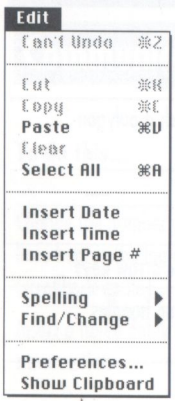

## All Documents

| To do this... | Choose... | And in the dialog box... |
|---|---|---|
| Change page orientation from horizontal to vertical (and change other page settings) | Page Setup... | Select the option you want |
| Close a document | Close | — |
| Close any window and quit ClarisWorks | Quit | (Click Yes or No if asked whether you want to save changes) |
| Create a new ClarisWorks document | New... | Double-click the type of document you want |
| Edit a macro's name or assigned key | Macros /Edit Macros | Select the macro name, click Edit and make changes |
| Insert a text or graphics document directly into a ClarisWorks document | Insert... | Double-click the name, of the file you want |
| Open an existing document | Open... | Double-click the name of the file you want |
| Play a macro | Macros /Play Macro | Double-click the name of the file you want |

## All Documents (cont.)

| To do this... | Choose... | And in the dialog box... |
|---|---|---|
| Print a document | Print... | Type the number of copies and the page range you want to print |
| Print data from fields in an open database in an open text document | Mail Merge... | Double-click the name of the database document; in the next dialog box, double click merge field names and click Print Merge... |
| Record and use macro commands | Macros | Choose an option from the submenu |
| Save a document you've previously named | Save | — |
| Save an existing document with a different name | Save As... | Type a name for the document and click Save |

# Editing Your Work




## All Documents

| To do this... | Choose... | And in the dialog box... |
|---|---|---|
| Add word to or remove words from a user dictionary | Spelling/User Dictionary... | Type a new word and click Add, or select a word and click Remove |
| Change the angle of Shift constraint when you draw objects | Preferences... | Type a new angle |
| Change the starting number for footnotes | Preferences... | Type a new starting number |
| Check the spelling | Spelling/Check Document... | Select replacement word or type a replacement word for questionable spelling and click Replace |
| Close a user dictionary | Spelling/Install Dictionaries... | Click User, select the name of the dictionary you want to remove from use, and click None |
| Change the format of dates | Preferences... | Choose a format from the Date Format pop-up menu |
| Change the number of handles on selected objects | Preferences... | Select your preference under Object Selection |
| Close polygons automatically | Preferences... | Select Automatic |
| Completely delete (erase and remove) selected text or objects without placing a copy on the Clipboard | Clear | — |
| Copy selected text or objects and place a copy on the Clipboard for pasting later | Copy | — |
| Create a new user dictionary to hold specialized terms | Spelling/Install Dictionaries... | Click User and then click New. Type a name and click Save |
| Find a synonym for a selected word | Spelling /Thesaurus | Select replacement word and click Replace |

## All Documents (cont.)

| To do this... | Choose... | And in the dialog box... |
|---|---|---|
| Find a word or text phrase | Find/Change... | Type the word or phrase you want to find in the Find box, and click Find |
| Find invisible characters such as tabs, return characters, and column breaks | Find/Change... | Type the special symbols for the characters (see the *ClarisWorks Handbook* for a list) |
| Find the next appearance of a selected word | Find/Change... | Click Find Selection |
| Insert a date | Insert Date | — |
| Install a dictionary | Spelling/Install Dictionaries... | Find the dictionary you want, select the name, and click OK |
| Insert a page number | Insert Page # | — |
| Insert a time | Insert Time | — |
| Remove selected text or objects and place a copy on the Clipboard for pasting later | Cut | — |
| Replace a found word or phrase | Find/Change... | Type the new text and click Change to replace the found text with the new text |
| Reverse your last typing or action | Undo | — |
| Search for a whole Word | Find/Change... | Select the Whole word option |
| Select all the text, objects, cells, or records | Select All | — |
| Use curly opening and closing quotation marks | Preferences... | Select Smart Quotes |

## Text

| To do this... | Choose... | And in the dialog box... |
|---|---|---|
| Add a footnote | Insert Footnote | In the footnote panel, type the footnote text and press Enter |
| Apply ruler settings you previously copied to the current paragraph | Apply Ruler | — |
| Change the number of columns | Columns... | Type the number of columns you want and specify the space between them |
| Change the number of pages displayed (view pages side by side) | Document... | Click and option or type a custom number of pages |
| Copy ruler settings from the current paragraph | Copy Ruler | — |
| Print a title page without headers or footers | Document... | Select the title page |
| Remove a footnote | — | Delete the footnote in the main text |
| Start a new page (or column) | Insert Break | — |

## Graphics

| To do this... | Choose... | And... |
|---|---|---|
| Add handles to a polygon | Reshape (Edit Menu) | Click a polygon |
| Duplicate selected objects | Duplicate (Edit Menu) | — |
| Precisely move and object | Autogrid off | Use arrow keys |
| Reshape an arc, polygon, or freehand shape | Reshape (Edit Menu) | Drag handles |
| Smooth a polygon | Smooth (Edit menu) | — |
| Unsmooth a freehand object | Unsmooth (Edit Menu) | — |

## Spreadsheet

| To do this... | Choose... | And in the dialog box... |
|---|---|---|
| Insert a spreadsheet function into a formula | Paste Functions... (Edit Menu) | Double-click the function you want |
| Paste a value or formula | Paste Special (Edit Menu) | Select the option you want |
| Scroll quickly to a function | Paste Functions... (Edit Menu) | Type the first one or two letters of the function you want |
| Select only the active range of cells | Select All | Hold down Option as as you choose the command |
| Transpose copied rows and columns from clipboard | Paste Special... (Edit Menu) | Select Transpose |

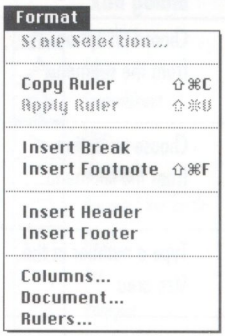
## Database

| To do this... | Choose... | And in the dialog box... |
|---|---|---|
| Create a duplicate of a selected record | Duplicate Record (Edit menu) | — |
| Create a new record | New Record (Edit menu) | — |

## Communications

| To do this... | Choose... | And in the dialog box... |
|---|---|---|
| Change the number of lines kept in the log window (scrollback cache) | Preferences | Change the number of lines window (default is 48) |
| Insert a timed delay for transmission | Preferences... | Type the number of delay characters you want (each is 1/60 sec) |
| Set up to dial when you open a stationery document | Preferences... | Select "Automatically connect" |

# Changing the Look of Pages




## All Documents

| To do this... | Choose... | And in the dialog box... |
|---|---|---|
| Change page margins | Document... | Type new margins |
| Change the starting page number | Document... | Type a new starting page number |
| Change the units of measure in the text or graphics ruler | Rulers... | Select a new unit of measure and type number of divisions you want per unit |
| Insert or remove a page footer | Insert/Remove Footer | (Remove Footer is available only if you've inserted a footer) |
| Insert or remove a page header | Insert/Remove Header | (Remove Header is available only if you've inserted a header) |
| Show or hide page guides on screen option | Document... | Select or deselect the Show Page Guide |
| Show or hide page margins on screen in Page View | Document... | Select or deselect the Show Margins option |

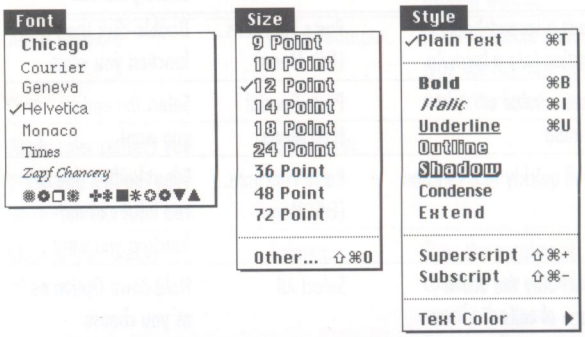
## Graphics

| To do this... | Choose... | And in the dialog box... |
|---|---|---|
| Change the alignment of text in a selected object | Alignment | Choose an option from the submenu |
| Change the vertical line spacing of text in a selected object | Spacing | Choose an option from the submenu |
| Set page size across and down | Document... | Type a number in the Size area |

## Spreadsheet

| To do this... | Choose... | And in the dialog box... |
|---|---|---|
| Align data in a cell | Alignment | Choose an option from the submenu |
| Modify cell borders | Borders... | Select the options you want |
| Set or change the height of selected rows | Row Height... | Type a new height (in points) or drag row header |
| Set or change the number format for selected cells, rows, or columns | Number... | Choose a new format, and click OK. |
| Set or change the width of columns | Column Width... | Type a new width (in points) or any column header |

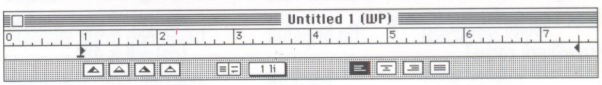
# Changing the Look of Text




## Text Documents

| To do this... | Choose... | From this menu... |
|---|---|---|
| Change the color of selected text | Text color | Style |
| Change the font of selected text | A new font | Font |
| Change selected text to a different style (italic, bold, underline, and so on) | A different style | Style |
| Change the size of selected text | A different size | Size |
| Move characters above or below the main line of text | Superscript /Subscript | Style |

## Text Ruler




- Left indent marker
- First-line indent marker
- Tabs
- Line spacing control
- Text justification controls
- Right indent marker

## Text Ruler (cont.)

| To do this... | Do this on the text ruler... |
|---|---|
| Change line spacing (the vertical space between lines) | Click one of the line spacing controls |
| Change selected paragraphs to align on the left, on the right, in the center, or fill the line | Click one of the text justification controls |
| Change the character you want to align on a decimal tab (it need not be a decimal point) | Place the tab, double-click it, and type the character in the dialog box |
| Change the indentation of the first line of selected paragraphs | Drag the first-line indent marker toward the right or left |
| Change the left indent of selected paragraphs | Drag the left indent marker toward the right or left |
| Move the left indent marker without moving the first line indent marker | Hold down Option as you drag the left indent marker |
| Set a tab | Drag one of the tab markers onto the ruler |

## All Other Documents

| To do this... | Choose... | From this menu... |
|---|---|---|
| Change the font of selected text or the text within selected text frames | A new font | Format, Font submenu |
| Change the size of selected text or the text within selected text frames | A different size | Format, Size submenu |
| Change selected text or the text within selected text frames to a different style (italic, bold, underline,and so on) | A different style | Format, Style submenu |
| Change the color of selected text or the text within selected text frames | A different color | Format, Style, (Text Color) |
| Change selected text or the text within selected text frames to align on the left, on the right, or in the center | Alignment | Format |
| Change line spacing (the vertical space between lines) of selected text or frames | Spacing | Format |

# Working with Graphics

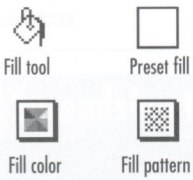
## Drawing Tools

| To do this... | Use this tool... |
|---|---|
| Constrain a line to horizontal, vertical, or a custom angle | Line (hold down Shift as you draw) |
| Create a spreadsheet frame | Spreadsheet |
| Create linked spreadsheet frames | Select Frame Links from Options menu, use Spreadsheet tool |
| Create linked text frames | Select Frame Links from Options menu, use Text tool |
| Create a text frame | Text |
| Draw a freehand shape | Freehand |
| Draw a line | Line |
| Draw a polygon | Polygon (click once at the end of each segment; double-click to end the shape) |
| Draw a rectangle (or square) | Rectangle (hold down Shift to draw a square) |
| Draw a rounded rectangle (or square) | Rounded rectangle (hold down Shift to draw a rounded square) |
| Draw an oval (or circle) | Oval (hold down Shift to draw a circle) |
| Draw an arced (curved) line | Arc |
| Lock a tool for drawing | Double-click the tool |

## Drawing Tools (cont.)

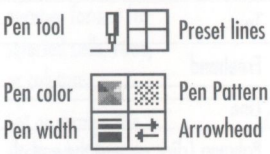
| To do this... | Use this tool... |
|---|---|
| Return to previously selected tool | Press Enter |
| Select an object | Graphics |
| Type text in any type of document | Text |
| Work in a spreadsheet | Spreadsheet |

## Fill Tools




| To do this... | Do this... |
|---|---|
| Change the fill color for selected objects (or set the color for new objects) | Choose a new color from the fill color palette |
| Change the fill pattern for selected objects (or set the pattern for new objects) | Choose a new pattern from the fill pattern palette |

## Pen Tools

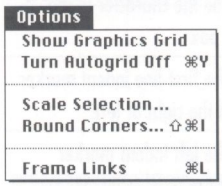



| To do this.. | Do this.... |
|---|---|
| Change pen (line) pattern for a selected object (or set the pattern for new objects) | Choose a new pattern from the pen pattern palette |
| Change pen (width) for a selected object (or set the width for new objects) | Choose a new width from the pen width submenu |
| Change the pen (line) color for a selected object (or set the color for new objects) | Choose a new color from the pen color palette |

## Pen Tools (cont.)

| To do this.. | Do this.... |
|---|---|
| To change arrowheads at the ends of lines (or set arrowheads for new objects) | Choose an option from the arrowhead submenu |

## Special Graphics Commands



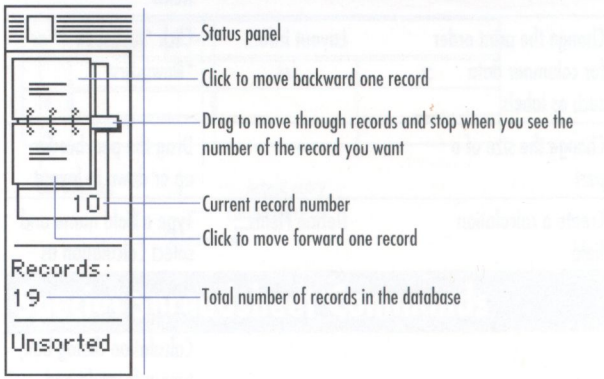

| To do this... | Choose... | And in the dialog box... |
|---|---|---|
| Align selected objects to the Autogrid | Align to Grid | — |
| Change a spreadsheet chart type | Modify Chart... | Select the options you want |
| Change display options in selected spreadsheet frame | Modify Frame... | Select the options you want |
| Change the curve of selected arcs | Modify Arc... | Type new angles in degrees in the Start Angle and Arc Angle boxes |
| Create a linked text or spreadsheet frame | Frame Links | (See the *ClarisWorks Handbook*) |
| Consolidate selected objects into one object | Group | — |
| Flip selected objects horizontally | Flip Horizontal | — |
| Flip selected objects vertically | Flip Vertical | — |
| Hide the graphics grid | Hide Graphics Grid | — |
| Move selected objects backward in the stacking order | Move Backward | — |
| Move selected objects forward in the stacking order | Move Forward | — |

## Special Graphics Commands (cont.)

| To do this... | Choose... | And in the dialog box... |
|---|---|---|
| Move selected objects to the back of the stacking order | Move To Back | — |
| Move selected objects to the front of the stacking order | Move To Front | — |
| Protect selected objects from any changes | Lock | — |
| Reduce or enlarge selected objects | Scale Selection... | Type the percentage of reduction or enlargement for height and width or type a percentage and press Return |
| Restore individual objects in a selected, grouped object | Ungroup | — |
| Rotate a selected object 90 degrees | Rotate | — |
| Set a custom curve for the corners of selected rectangles | Round Corners... | Type a new angle in degrees |
| Set the alignment of selected objects | Align Objects... | Select the options you want |
| Switch the autogrid off so you can move objects freely | Turn Autogrid Off | — |
| Unprotect selected, locked objects | Unlock | — |

# Working with Databases

## Database Book


Status panel
Click to move backward one record
Drag to move through records and stop when you see the number of the record you want
10
Current record number
Click to move forward one record
Records:
19
Total number of records in the database
Unsorted

## Special Database Commands

| To do this... | Choose... | And in the dialog box... |
|---|---|---|
| Change a field definition | Define Fields... | Select the field name, make the changes, and click Modify |
| Change a layout name | Layout Info... | Type a new name and click OK |

## Special Database Commands (cont.)

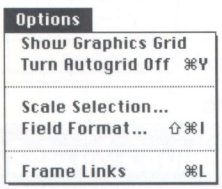
| To do this... | Choose... | And in the dialog box... |
|---|---|---|
| Change the order in which you tab through fields | Tab Order... | Click Clear; then click the first field and click move; repeat for all fields |
| Change the print order for columnar data such as labels | Layout Info... | Click "Across first" or "Down first" |
| Change the size of a part | — | Drag the part border up or down in layout |
| Create a calculation field | Define Fields... | Type a field name and select Calculation as the field type; click create. In the Calculation dialog box, type a formula and choose the type of result you want |
| Create a new layout | New Layout... | Name the layout and select a predesigned format for it |
| Create mailing labels | New Layout... | Select Labels as the layout type |
| Create (define) a new field | Define Fields... | Type a name for the field and select a field type |
| Delete a field completely | Define Fields... | Select the field name and click Delete |
| Delete a field from a layout | — | In the layout, select the field and press Delete |
| Delete a layout | Delete Layout... | — |
| Delete a part | — | Drag the part border up into the next part, until the part disappears |
| Duplicate a layout | New Layout... | Click Duplicate |

## Special Database Commands (cont.)

| To do this... | Choose... | And in the dialog box... |
|---|---|---|
| Enter a formula for a field | Define Fields... | In the Calculation dialog box,click field names, operators and functions. |
| Insert a field in a layout | Insert Field.. | Double-click the field name or Shift-click multiple field names |
| Insert a layout part in a layout | Insert Part... | Select the type of part you want; in the layout, drag a field to add it to the part |
| Omit certain records | Find | Type search criteria in the appropriate field for the records you want to omit, click Omit, and click Visible or All |
| Open a find request to search for records | Find | Type search criteria in the appropriate field of the find request, and click Visible or All |
| Switch to layout | Layout | — |
| Switch to a different layout | (Layout Name) | — |
| Switch to browse for data entry | Browse | — |
| Remove empty space in a field when printing | Layout Info | Select the direction the field should slide |
| View all records as a list | List View | — |

## Special Database Commands (cont.)

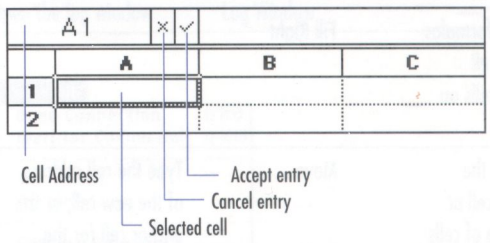
| To do this... | Choose... | And in the dialog box... |
|---|---|---|
| Bring back omitted or hidden records | Show All Records | — |
| Hide unselected records | Hide Unselected | — |
| Move quickly to a specific record | Go to Record | Type the number of the record |
| To sort records | Sort Records... | Select a field name and ascending or descending order, move field names to set a sort order, and click Sort |
| Use a calculation to match and select records | Match Records... | Use field names, operators, and functions to build a formula for matching records |
| View all records | Show All Records | — |




| To do this... | Choose... | And in the dialog box... |
|---|---|---|
| Reduce or enlarge an object in a layout | Scale Selection... | Type a percentage reduction or enlargement |
| To change the way a number, date, or time field is displayed | Field Format... (or double-click the field) | Select a different option |
| Turn off the autogrid in a layout | Turn Autogrid Off | — |
| Use the graphics grid in a layout | Show Graphics Grid | — |
| Copy summaries in Page View | Copy Summaries (Edit menu) | No records are selected |

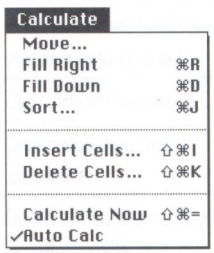
# Working with Spreadsheets

## Data Entry Bar




## Special Spreadsheet Commands

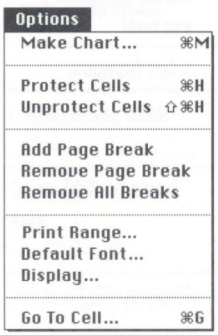
| To do this... | Choose... | And in the dialog box... |
|---|---|---|
| Paste copied formulas and values or values only | Paste Special... | Choose the option you want |
| Transpose columns and rows | Paste Special... | Select Transpose |




| To do this... | Choose... | And in the dialog box... |
|---|---|---|
| Add blank cells, rows, or columns | Insert Cells... | Specify whether you want existing cells to shift right or down from the inserted cells |
| Calculate all formulas in a spreadsheet | Calculate Now | (This command is needed only when Auto Calc is off) |

## Special Spreadsheet Commands (cont.)

| To do this... | Choose... | And in the dialog box... |
|---|---|---|
| Copy data or formulas from a selected cell into selected cells beneath | Fill Down | — |
| Copy data or formulas in a selected cell into selected cells on the right | Fill Right | — |
| Quickly move the contents of a cell or selected range of cells | Move... | Type the cell address of the new cell, or the anchor cell for the range |
| Sort | Sort | — |
| Switch automatic calculation on and off | Auto Calc | — |
| Break to a new page | Add Page Break | — |

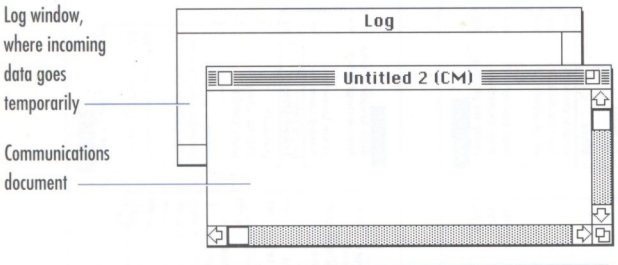


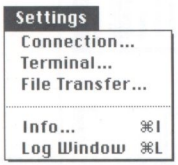

## Special Spreadsheet Commands (cont.)

| To do this... | Choose... | And in the dialog box... |
|---|---|---|
| Change the cell origin of a selected frame | Modify Frame | Type new cell origin |
| Change display options for a selected spreadsheet frame | Modify Frame... (Options menu) | Select Display Options and click OK |
| Change the preset (default) font | Default Font... | Select a different font |
| Make a chart out of numbers in a selected range of cells | Make Chart... | Select the type of chart you want |
| Create/Modify cell borders | Borders... (Format menu) | Select the options you want |
| Move directly to a specific cell | Go to Cell... | Type the cell address |
| Prevent changes to a selected cell | Protect Cells | — |
| Print a range of cells | Print Range... (with a range of cells selected) | Modify the range or or click OK |
| Remove a page break | Remove Page Break | — |
| Remove all page breaks | Remove All Breaks | — |
| Set or change the height of selected rows | Row Height... (Format menu) | Type a new height (in points) or drag row header |
| Set or change the width of columns | Column Width... (Format menu) | Type a new width (in points) or drag column header |
| Show or hide cell grid lines, column headers, row headers, formulas, and circular references | Display... | Select the options you want |

# Communicating with other Computers

## Log Window–Communications Doc.



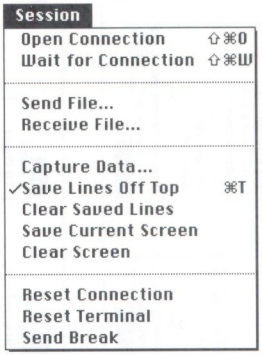




## Special Communications Commands

| To do this... | Choose... | And in the dialog box... |
|---|---|---|
| Change from the Apple Modem Tool to another connection tool | Connection... | Choose a different tool from the Method pop-up menu |
| Change modem settings, including baud rate, parity, and handshake | Connection... | Choose another modem, baud rate, or other setting from the pop-up menus |
| Change the file transfer method | File Transfer... | Choose a different method from the Protocol pop-up menu |
| Change the type of terminal emulation you're using | Terminal... | Choose a different terminal from the Emulation pop-up menu |

## Special Communications Commands (cont.)

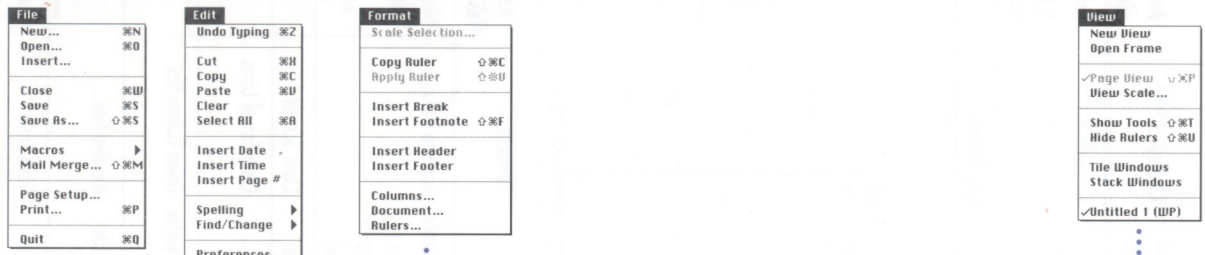
| To do this... | Choose... | And in the dialog box... |
|---|---|---|
| Enter the telephone number you want the modem to dial | Connection... | Select Modem tool and type the telephone number |
| Open the log window | Log Window | — |



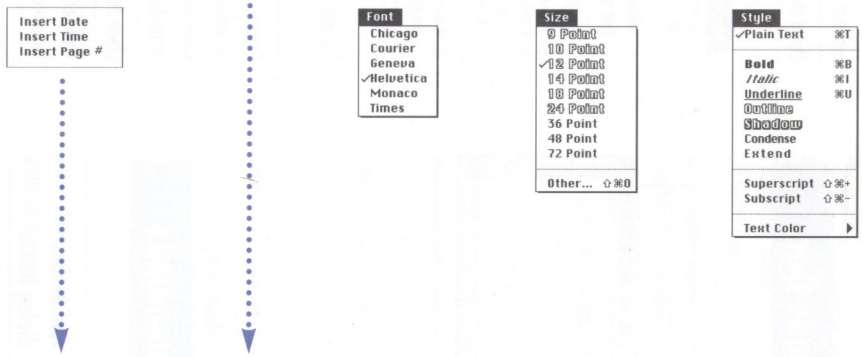

| To do this... | Choose... | And in the dialog box... |
|---|---|---|
| Create a document to receive incoming data when you're short of memory (and save incoming data on a disk) | Capture Data... | Name the file and click Save |
| Clear data off the screen | Clear Screen | — |
| Clear data out of the log window | Clear Saved Lines | — |
| Connect to another computer or online service | Open Connection | — |
| Receive a document or file from another computer | Receive File... | — |
| Receive as much data as possible in the log window | Save Lines Off Top | Increase number of lines in Preferences dialog box in Settings menu |
| Save one screen at a time | Save Current Screen | — |
| Send a document or file | Send File... | Select the name of the file and click Send |
| Copy Table | Press ⌘ and drag for selection | Select Copy Table from Edit menu |

# Overview of ClarisWorks Menus

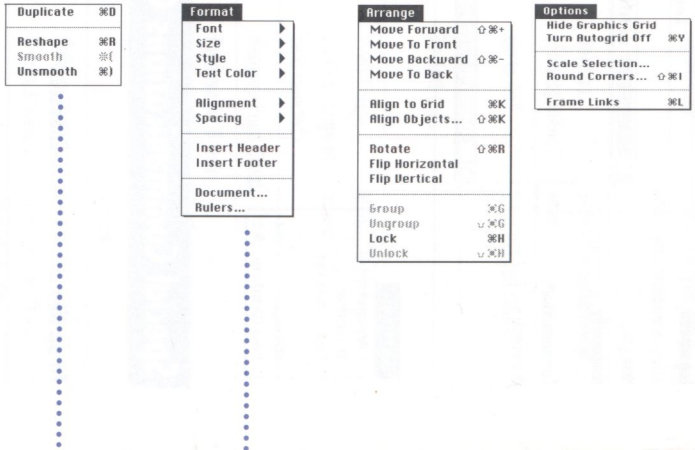
## Shared



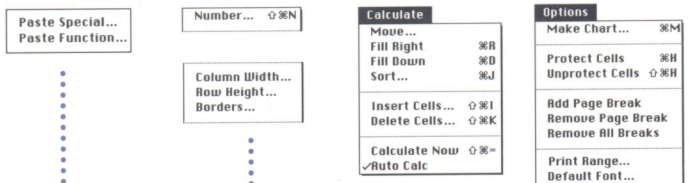

## Text



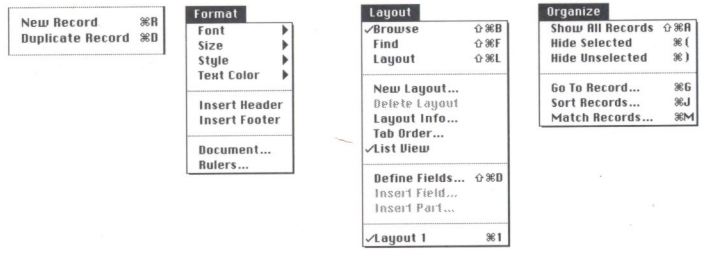

## Graphics



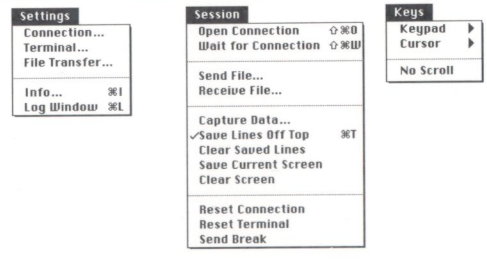
## SpreadSheet




## Database




## Communications



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